

ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities: activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

The northern areas of the county include Topaz, Coleville and Walker. The southern areas of the county include Crowley Lake, Benton and Chalfant.

Rat Race? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierras, enjoy working where you vacation. An outstanding opportunity exists in the beautiful eastern Sierras.

BENEFITS: *Mono County provides generous benefits, including 2.7% @ 55 PERS retirement; medical, dental, vision, and life insurance; 401(a) plan matching of deferred compensation contributions (up to 3%)*

TO APPLY

Application materials should be returned to:

County of Mono, CAO/HR
P.O. Box 696, Bridgeport, CA 93517
Telephone: (760) 932-5412
Fax: (760) 932-5411

Email: hr@mono.ca.gov

www.monocounty.ca.gov

Faxes or email will be accepted only if the original application is mailed and postmarked by the filing date.

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

COUNTY OF MONO



INVITES APPLICATIONS FOR

WIC NUTRITION ASSISTANT (WNA)
BILINGUAL

Full time position

FINAL FILING DATE:

Final Filing Date: August 31, 2010

SALARY:

Salary Range 50: \$2,837 - \$3,448

Equal Employment Opportunity Employer

THE POSITION

Under general supervision, to screen applications, assist with eligibility determinations, develop nutrition assessments and client evaluations, and provide counseling for new applicants to the Women, Infant, and Children (WIC) Program; to assist with certification and nutrition education of current program participants; to assist with outreach programs; to perform administrative support and record keeping; and to do related work as required.

Examples of Important and Essential Duties:

- Initiates and maintains files for program activities, nutrition education workshops, and outreach efforts.
- Determines client eligibility from medical information, diet evaluation, income level, and residence information.
- Assists with nutrition assessments, evaluations, and counseling for new applicants and certification of current WIC Program participants.
- Issues vouchers to participants, answering questions regarding the WIC Program.
- Assesses nutritional needs; designs individual care plans and provides individual counseling to participants; assists with educating WIC Program participants on specific topics.
- Designs individual care plans and provides individual counseling to participants.
- Assists with educating WIC Program participants on specific topics.
- Assists with one-to-one counseling sessions or group counseling.
- Screens prospective clients; performs clinical duties; working with charting procedures; assists with outreach program, nutritional education workshops.
- Translates, interprets and otherwise communicates with members of the Spanish speaking community.

QUALIFICATIONS

Knowledge of:

- Purposes and objective of the WIC Program.
- Eligibility requirements for participation in the WIC Program.
- USDA dietary regulations, good general nutrition practices and principles of proper nutrition.
- Medical terminology applicable to the WIC Program.
- Nutrition counseling and education techniques and procedures.
- Office methods and procedures.
- Establishment of filing and information retrieval systems.
- Computers and software used by the WIC Program.
- English and Spanish usage, and grammar.

Ability to:

- Assess and evaluate the needs of prospective and current WIC participants.
- Provide nutrition counseling and education to WIC participants.
- Make referrals of new and current WIC participants.
- Gather, collect and classify information about nutrition, participants and outreach efforts.
- Perform a variety of WIC program support work.
- Read and interpret a variety of rules, regulations, and information related to WIC Program eligibility and services.
- Follow oral and written directions.
- Perform office and clinic duties associated with the WIC Program.
- Use and safely operate a County vehicle.
- Make mathematical calculations quickly and accurately.
- Obtain factual information from applicants and recipients.

- Effectively represent the WIC Program in contacts with the public, community, and gov't agencies.
- Use both Spanish and English effectively to communicate in person, over the telephone.

Minimum Requirements:

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Completion of college level nutrition courses is desirable.

Completion of State Certified WIC Nutrition Aide program is desirable.

Must be able to pass an oral bilingual proficiency test selected by the County to qualify.

Special Requirements:

Ability to successfully complete WIC WNA certification.

Possession of a valid driver's license.

THE EXAM PROCESS

PHASE 1: The exam process includes an application, resume

PHASE 2: The exam process will include an interview and a written exercise.

Photo: © Greg Newbry

